

NATURAL SCIENCE TECHNICIAN

This is skilled work in performing specialized technical/clerical assistance for curatorial and/or research natural science project endeavors. Work assignments are usually in one area such as collection maintenance, but work may include assisting higher-level curators in the routine field specimen collection, simplex specimen identification, specimen cataloging, preparation of specimen study skins and distribution maps, and processing of educational materials. Supervision is constant and is received from senior-level curators, with little judgmental demands or consequences associated with any work processes

I. DIFFICULTY OF WORK:

Complexity - Employees may be involved in some variety of work processes with restricted intricacy. Employees may provide assistance in curating a collection in vertebrate or invertebrate zoology, botany, or geology. This could include preparing study skins using simple taxidermy techniques; identifying, cataloging, and preparing distribution maps of specimens; maintaining the collection by fumigating, replenishing fluids, and arranging space; and loaning specimens for study. Employees may provide research assistance through library reference checks, preparing distribution maps, or updating and editing specimen biological accounts. Work may also require the employee to assist in museum educational programs by photographing, compiling, and maintaining slide presentations, and by operating and maintaining standard audiovisual equipment.

Guidelines - Most work processes are routine and readily understood, although understanding of different procedural guides may be required including taxidermic guidelines in preparing study skins, taxonomic guidelines in identifying specimens, procedures for care of live or specimen collections, and basic audio-visual equipment operation and maintenance. Questions concerning non-routine problems, such as identification of difficult specimens, are referred to the supervisor.

II. RESPONSIBILITY:

Accountability - Employees have limited opportunity for committing or representing the agency. Duties in collection maintenance, educational programs, and research assistance are primarily limited to functions internal to the agency and are reviewed by the supervisor before any consequential action is taken on behalf of the agency.

Consequence of Action - Errors in action could result in a loss of limited time or equipment, but are not likely to adversely affect the agency's functioning.

Review - Work is reviewed continuously while in process and upon completion, with any problems or deviations from routine instructions being referred immediately to the supervisor.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Information exchanged regarding employee's work operation is readily understood and accepted by persons receiving it. Most employee contact is internal to the agency.

Purpose - Employees gather information necessary to complete assignments, and may convey specific information regarding assignments to others.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work environment is an office and laboratory setting with occasional fieldwork.

Nature and Potential of Personal Hazards - Other than occasional exposure to chemical fumes and environmental conditions, there is little potential for personal hazards to the employee.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - General knowledge of scientific terminology and classification. Knowledge of English composition and scientific writing techniques. Ability to learn basic taxidermy or collection maintenance techniques. Basic communication skills and familiarity with photography, audio-visual equipment, and resources.

Minimum Education and Experience - Graduation from high school and two years of experience in natural science museum work; or an equivalent combination of education and experience.